

ARIZONA'S WORKPLACE EMPLOYABILITY SKILLS

RESOURCE FOR ADMINSTRATORS AND TEACHERS

WHERE WES POSTERS HAVE BEEN PLACED IN OUR SCHOOLS

- Hang or post the poster in each of the CTE classrooms & by the CTE office to raise awareness
- It is posted in counselors' and guidance office
- Provided to school career centers
- Hanging in hallways
- Post in rooms to remind students/teacher about the 9 standards they should be working on
- Poster with checklist posted so students know what they are going to learn
- Use in career lab and employability skills a part of ECAP-Homeroom
- Use the poster in my office to help clients understand how we stress "employability" skills across the technical areas. We call them "Human Skills"
- Put in career center
- Put on wall in class room
- Put on schools website
- Present to school board

IDEAS FOR USING THE WES POSTERS IN AND OUT OF THE CLASSROOM

- Use the poster during morning announcements
- Use the poster as a recruiting tool to get students interest in the CTE programs
- Show or use at Advisory meetings
- It would also be good PR for parents and community
- Use as a daily check for our CTE students
- Go over with students. Emphasize skills we use in class within each standard
- Have CTE students talk about how classes prepare you for real life. Increase enrollment in CTE programs
- Use with students as a conversation start in good job skills/check list
- Group discussion on what each skill would look like
- Keep it visible in class and have an instructor print out and emphasize the skills and the labels during the instruction
- Student usual/Check off list to be used in the classroom
- Use it to refer to during daily lessons so the student understands the connection of what they are learning, Impacts their future success in any chosen field
- Have students pick a topic and explain how they would use this on the job-For work based learning classes
- To teach students the skills, I have them place examples of the skills in action next to the poster
- Prompt students to share their own examples. Have students find an article that illustrates each one and write text based questions for the article for others in their class to invest

- Group student activity: Have the students to work together to create a list of work place skills needed for career success. Time: 10-15 min-Share w/ class- Compare to generated poster Use in career lab and employability skills a part of ECAP-Homeroom
- Use the poster in my office to help clients understand how we stress “employability” skills across the technical areas. We call them “Human Skills”
- Use with students to direct them to standards – Give me 3 examples of how you have demonstrated legal & ethical practices in the work place/school
- Student picks one statement & shares what they have seen where they work – how used in workplace or ask parents what they see in their place of work
- Use with students in classroom as bell work- select one item and draw a picture or write a brief description of explanation
- Used in intro marketing class to explain skills we will develop as the marketing program goes on
- Help explain the value of CTE in industry. Help guide the students to understand of some skills they will attain if they “stick to it”
- Activity to define each skill
- Organize students into groups and ask them to do the follow things (assign per group or pair) - discuss their own view of the skill, Make a collage
- Have students evaluate the poster
- Use for professionalism collaboration
- It is a good discussion starter for teachers to help students understand
- Divide the skills among teachers and have each cover specific areas
- Teachers: determine appropriate skill for curriculum unit visual check sheet
- Create other posters more specific to each other
- Do a sample lesson on professionalism for entire HS staff to promote “College & Careers”
- Use as word development lesson
- Skills stream the class curriculum and the poster skills or Video Visnette’s with student
- Create interactive powerpoint using the poster/ with add in photos
- Already integrated into all CTE courses at CFSD
- Standards are implemented in the lesson
- Identifies standards to be covered
- Use as a rubric for projects
- Visual aid to remind everyone of work place needs.
- Back up and support
- Supports social engagement network
- Review the terms included on poster
- Emphasize the importance of communication skills
- Examples of professional behavior significance of presenters from outside the school environment.
- Integrate financial activities in lesson plans- across all programs not just business classes
- Use QR code to access online resources
- Set career readiness goals
- Prompt for journal entries
- Teacher Training- discussion point

- Reminder- Teacher reference, self reflection
- Lesson Collaboration- One standard to another when used in lesson
- Question 3 answer- What is that?
- Word wall – New terms
- Vocabulary – Reference
- Rubric- Project papers assessments
- Quick write topics or Research projects
- Wall Art- Because every wall needs something
- Create game using poster (charades etc)